

KDA INCLEMENT WEATHER POLICY

December 2010

In conjunction with the Inclement Weather Policy dated December 2001 for all agencies of the Executive Branch, the Kansas Department of Agriculture will implement the following policy for our specific agency. This will allow us to balance the concern for the safety of lives and property with that of providing essential services to the citizens of Kansas.

DECLARATION OF INCLEMENT WEATHER

1. In the event of inclement weather in Shawnee County, only the Governor or his designee has the sole authority to issue a Declaration of Inclement Weather. This will be communicated to state employees via the local news media.
2. For agency offices located outside Shawnee count, the Secretary of Agriculture or their designee may issue the Declaration of Inclement Weather. The Secretary or their designee will utilize available media reports or make contact with the Highway Patrol to assess weather and road conditions before making the Declaration of Inclement Weather. This requires prior notification to the Governor's office.
3. Notification to employees will me made via the most practical means (telephone, e-mail, etc.), and will include beginning and ending times.
4. There is a possibility that not all parts of the state may not fall under the Declaration of Inclement Weather, and we may have employees carrying out the day-to-day activities of the department, who may possibly need access to supervisors for guidance. For the purpose of this policy, the Secretary of Agriculture, Deputy Secretary of Agriculture, and all program managers will be considered "essential employees". In addition, the following employees within each KDA department program will also be considered "essential employees":

Pesticide and Fertilizer

Field Staff Supervisor

Division of Water Resources

Topeka Field Office Water Commissioner
Stafford Field Office Water Commissioner
Stockton Field Office Water Commissioner
Garden City Field Office Water Commissioner

Meat and Poultry

Veterinary Supervisors

Weights and Measures

Field Staff Supervisors

ACAP

Field Staff Supervisor

Grain Warehouse

Field Staff Supervisor

Plans will need to be implemented within each program so that each essential employee not at their office phone number or computer can be reached in some manner (home phone, cell phone, e-mail) if the need arises from program employees.

If you have any questions concerning this policy, please contact the Secretary or the Human Resource Director.